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23 APR 1980

**MEMORANDUM FOR:** Director, Office of Data Processing  
Chief, Procurement Division, OL

**FROM:** James H. McDonald  
Director of Logistics

**SUBJECT:** Energy Conservation

1. Part of the President's Standby Conservation Plan No. 2 requested all Federal agencies to assist in attaining a 5 percent reduction in energy consumption. According to nationwide records, Federal agencies are not yet meeting this goal.

2. By working together, there are two areas in which your offices can be of assistance in conserving energy. They are:

(a) Specify energy-efficient features when buying or renting equipment;

(b) Buy or rent computers that will operate within a wide range of temperatures, at a minimum from 65°F to 78°F.

3. It is requested that this information be disseminated to the appropriate personnel in your offices.

/s/ James H. McDonald

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